



CIVILIAN APPLICATION CHECKLIST

Submit the following documents to the Frontier Heritage leasing team via email to: fhc@tmo.com

- Completed and signed application**
Ensure all of the following fields are complete:
 - Applicant's date of birth
 - SSN for all persons over the age of 18 years
 - Email address for all adult occupants
 - Phone number for all adult occupantsPlease note that it is your responsibility to keep all contact information current. If the Resident Specialist is unable to contact you due to failure on your part to update contact information, your name will be removed from the waiting list.

- State Issued Driver's License, for all persons over the age of 18 years**
- Retired military ID or CAC card, for verification**
- \$35.00 Additional Application Fee**
Credit and Background Check for up to 2 applicants
- \$15.00 Additional Application Fee**
Credit and Background Check for other applicants over the age of 18 years
- Proof of Income**
Most recent paystub, 90-day employment history verification and/or other forms of income verification if applicable
- Proof of Dependents**
 - Marriage Certificate
 - Birth Certificates
 - Custody Verification
- Pet Inoculations, deposit and photo(s)**
A maximum of 4 pets (dogs/cats) are allowed. A \$250 refundable deposit is required per pet at the time of move-in, along with a photo of each pet.
- Copy of your renter's insurance policy**
Residents are required to carry a minimum liability of \$100,000 personal liability per occurrence. Our community (FLFHC) must be listed as an "Interested Party." Proof of renter's insurance is mandatory prior to move in. Residents are required to maintain renter's insurance coverage for the entire length of their tenancy.
- Lead Based Paint Addendum and Video Acknowledgement**

220 Hancock Ave
PO Box 3387
Fort Leavenworth, KS 66027
Phone (913) 682-6300 Fax (913) 651-2324
<http://www.ftleavenworthfamilyhousing.com>

